

Workplace Alaska

Class Specification Natural Resource Manager I

Created: 06/03/1997 by Rachel Wilson	AKPAY Code: P6654	Class Code:	PH0321
Finalized on: 11/16/2002	Class Outline Cat: B	Class Range:	18
	Approved by: Dianne Corso	Class Status:	Active
Category: Professional	Class Title: Natural Resource Manager I		
Original Date: 09/24/1982	Use MJR Form: Standard		

Original Comments:

Established. Incorporates Land Management Technician I; Land Management Officer I-V; Deputy Director, NR; Park Technicia

Subsequent Revision Dates/Comments:

10/10/94 Update of clerical references in the NRT MQs (CDswanson).
05/01/95 Minor change to NRT II MQs (CDswanson).
11/16/2002 - Natural Resource study, revised specs and broadened MQs (cpreecs/jkidd).
03/28/2003 - MQ revision (aolejasz/dlarocque)
12/03/2004 - MQ revision (powelson)
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 11-9121 **Census:** 02

Last Update Comments:

Definition:

Under direction, a Natural Resource Manager I is the working supervisor of an organizational unit(s) performing professional work in the development, administration, analysis or implementation of programs to manage the land, water, mineral, forest, oil, gas, agricultural, natural and cultural history, parks and related surface and subsurface resources of the state.

This is a supervisory class with substantial responsibility for the exercise of independent judgement in employing, disciplining, or adjudicating grievances of subordinates.

Distinguishing Characteristics:

The Natural Resource Manager (NRM) series performs tasks associated with the stewardship and management of all state-owned land, water, oil, gas and other natural resources except fish and wildlife.

Positions in the series are differentiated based on a combination of two job elements: 1) the management skills and activities required including general administrative tasks such as supervising staff, developing and managing budgets, and developing policies and procedures; and 2) the complexity of the function, program or projects managed through direct participation in the professional work or through subordinate staff. The mix of the particular elements varies by position. Assignment to a particular class within the series is determined by the overall level of the position's duties based on the analysis of duties within each of the two job elements.

Incumbents of NRM I positions work in one of two ways: 1) supervise journey level positions and perform journey level work; or 2) supervise lower level technical or professional positions and perform advanced journey professional work as determined by the complexity factors of the Natural Resource Specialist (NRS) III. Whereas the NRM I is a working-supervisor class and the size of the organizational units are typically small, duties assigned to most positions will be balanced between the two job elements. Both job elements, however, are more restricted at the NRM I level than at higher levels in the series. The managerial element at the NRM I level is almost exclusively related to supervising employees, and the complexity of the function, program or project that is managed will necessarily include the professional work the incumbent does directly. Some positions with regular and recurring assignments of advanced professional duties may have less emphasis on the supervisory duties although the performance of these duties is still a primary function.

NRM I is distinguished from the NRM II by the ongoing assignment of professional work of the organizational unit to the NRM I in professional work of the organizational unit and by the complexity of the programs supervised. NRM I work is characterized by a lesser degree of delegated authority and a narrower scope for contacts both within and outside the agency than the NRM II; the role of the NRM I requires a working supervisor's focus whereas the role of the NRM II requires a manager's focus.

The NRM series is distinguished from the Natural Resource Specialist series by the NRM's dual primary purposes: 1) permanent supervisory responsibilities and management of the work of an organizational unit as well as 2) the performance of professional work.

Examples of Duties:

Monitor a spending plan or recommend approval of expenditures to higher level managers.

Draft regulations pertaining to the work of the organizational unit supervised; develop program plans; represent the division at public hearings involving resource management policy or regulations; and develop and recommend policies and procedures to carry out certain resource management functions, advising the division director in areas of expertise.

Draft policies and procedures related to the organizational unit's work for supervisor's approval.

Evaluate management concerns and options that are complex due to multiple effects and interaction of laws, public and private interests, or potential for conflict or loss.

Develop programmatic guidelines, evaluate their effectiveness and recommend changes.

Assist other agencies or organizations in a subject or program area.

Hire, train and evaluate staff; establish work priorities; approve leave; and handle disciplinary actions as delegated.

Perform audits of work being performed to ensure proper policies and procedures are being followed.

Provide briefings to the section or regional manager and central office personnel on the status of programs and projects.

Review plans to ensure conformance with division priorities.

Knowledge, Skills and Abilities:

Working knowledge of land and resource management.

Working knowledge of project management.

Working knowledge of computer operating systems and software.

Working knowledge of Geographic Information System technology used in the management of natural resources in the State of Alaska.

Some knowledge of the principles of supervision and training.

Some knowledge of fiscal planning and management.

Some knowledge of state administrative and management policies, applicable statutes, regulations and union contracts.

Some knowledge of the operational and technical problems involved in the administration of a specialized statewide or department-wide program.

Some knowledge of grievance and appeal procedures.

Ability to analyze revenue and expenditure accounts and prepare budget projections.

Ability to locate, compile and analyze information, data or facts from specialized sources.

Ability to think and act quickly and appropriately in emergencies.

Ability to make recommendations and settle issues.

Ability to identify training needs and conduct training and informational sessions.

Ability to plan, prioritize, schedule, allocate and direct work for subordinate staff.

Ability to make effective oral and written presentations.

Ability to manage change.

Minimum Qualifications:

Two years of journey level professional experience in natural resource management. The required experience includes work such as a Natural Resource Specialist II, Forester II, Geologist II, Hydrologist I, Agronomist I, Land Survey Assistant II, Recorder IV, Recorder Manager, or Environmental Specialist II with the State of Alaska or the equivalent with another employer.

OR:

A master's degree from an accredited college in a natural resource field (such as forestry, geology, agronomy, and hydrology), law, public administration, business administration, planning or economics.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

For purposes of the minimum qualifications, natural resource management is defined as the management of the land, water, mineral, forest, oil, gas, agricultural, archaeological, natural and cultural history, park, and related surface and subsurface resources of the state. Experience or education in natural resource management means involvement in the above resources exclusively. Those with experience or education in managing these resources may specialize in different management functions (for example, planning, regulation, research or title). All of this experience is applicable under the natural resource management definition. Some positions may require education in a particular area of natural resource management or specific technical knowledge and training gained through specialized education or progressively greater responsibilities at the lower levels of the series.

Minimum Qualification Questions:

Do you have two years of journey level professional experience in natural resource management? The required experience includes work such as a Natural Resource Specialist II, Forester II, Geologist II, Hydrologist I, Agronomist I, Land Survey Assistant II, Recorder IV, Recorder Manager, or Environmental Specialist II with the State of Alaska or the equivalent with another employer.

Or Substitution:

Do you have a master's degree from an accredited college in a natural resource field (such as forestry, geology, agronomy, and hydrology), law, public administration, business administration, planning or economics?